Administrative Office
of the United States Courts
Department of Technology Services

ACTIVATING CJA PRIVILEGES

The next generation (NextGen) of CM/ECF provides a new toggle feature that allows you to switch from non-exempt to exempt status when performing CJA-related work, which is exempt from PACER fees. This feature is available only if you have been appointed as a CJA attorney. If your PACER account was created prior to August 2014, you must upgrade it (see *Upgrading your PACER Account* for instructions), if you have not already done so.

Below are instructions for activating CJA privileges if you are (1) an existing CJA attorney with a PACER-exempt account in a NextGen court; (2) a newly appointed CJA attorney with an existing PACER account; or (3) a newly appointed CJA attorney with no PACER account.

Existing CJA Attorney with a PACER-Exempt Account in a NextGen Court

STEP 1   Contact the PACER Service Center (PSC) at (800) 676-6856 or email them at pacer@psc.uscourts.gov to request that CJA privileges be added to your upgraded PACER account. You must provide:

a.   Your name, user name, and the account number of your upgraded PACER account. You can find this information by logging on to **Manage My Account** at www.pacer.gov.

MANAGE MY ACCOUNT

Welcome, Nextgen User

Account Number	1234567
Username	nextgenuser8
Account Balance	$0.00
Case Search Status	Active
Account Type	Upgraded PACER Acc...

Logout

b.   The district in which you have been appointed as a CJA attorney.

c.   Your PACER-exempt account information, which includes your user name and account number. You can find this information by logging on to **Manage My Account** at www.pacer.gov.

      Note: Once CJA privileges are activated on your upgraded PACER account, your PACER-exempt account will be canceled.

STEP 2   The PSC will send you an email with instructions on how to proceed.

Newly Appointed CJA Attorney with an Existing PACER Account

STEP 1   Contact the PACER Service Center (PSC) at (800) 676-6856 or email them at pacer@psc.uscourts.gov to request that CJA privileges be added to your upgraded PACER account. You must provide:

a.   Your name, user name, and the account number of your upgraded PACER account. You can find this information by logging on to **Manage My Account** at www.pacer.gov.
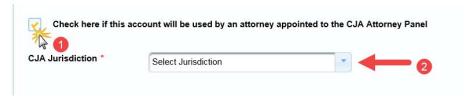
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MANAGE MY ACCOUNT

Welcome, Nextgen User

[Logout]

Account Number	1234567
Username	nextgenuser8
Account Balance	$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

b. The district in which you have been appointed as a CJA attorney.

STEP 2   The PSC will send you an email with the CJA acknowledgement and instructions for exempt usage.

STEP 3   Reply to the email acknowledging that you accept and understand the terms of use. **CJA privileges will not be activated until you acknowledge the terms of use**.

STEP 4   Upon receipt of your acknowledgment, CJA privileges will be activated and you will be able to use the **Change PACER Exemption Status** toggle in NextGen courts and "x-" prefix in CurrentGen courts.

Newly Appointed CJA Attorney with NO PACER Account

STEP 1   Register for a PACER account at www.pacer.gov.

STEP 2   Complete all required fields and submit your registration.

In the Account Information section, be sure to select the check box indicating the account will be used by an attorney appointed to the CJA Attorney Panel. After you select the check box, the **CJA Jurisdiction** drop-down list appears. A selection from this list is required; you must select the jurisdiction in which you have been appointed as a CJA attorney.

☑ Check here if this account will be used by an attorney appointed to the CJA Attorney Panel

CJA Jurisdiction *   [Select Jurisdiction ▼]

STEP 3   Once your registration has been processed by the PACER Service Center (PSC), you will receive an email with the CJA acknowledgement and instructions for exempt usage.

STEP 4   Reply to the email acknowledging that you accept and understand the terms of use. **CJA privileges will not be activated until you acknowledge the terms of use.**

STEP 5   Upon receipt of your acknowledgment, CJA privileges will be activated and you will be able to use the **Change PACER Exemption Status** toggle in NextGen courts and "x-" prefix in CurrentGen courts.